



The BASO Connection

October 2003



Distributed monthly by the Business & Administrative Systems Organization

About This Newsletter

The BASO Connection is a monthly newsletter dedicated to working in the systems supported by the Business and Administrative Systems Organization (BASO) in HQ Code CF. Initially, the primary focus of this newsletter includes Core Financial (SAP, Business Warehouse, and P-Card) and Travel Manager. In the future, the content will expand to include additional systems supported by the BASO (e.g., Budget Formulation) as they are implemented.



Look Before You Log... (your bankcard orders)

Before you log your FY04 bankcard orders into P-Card, make sure you have updated your user preferences for FY04! You may need to change your Fund, Fund Center, and WBS to reflect your FY04 budget. Check with your resource analyst to confirm that you are referencing the correct budget structures. To access your user preferences in P-Card, click on the "P-Card..." drop-down menu at the top of the screen, and select "Preferences."

Up and Running in FY04!



Happy New Fiscal Year! If the year-end user lockout left you longing to initiate PRs, have no fear, Core Financial is now back up and running for FY04 processing. As you get back into the SAP groove, be on the lookout for changes relating to full cost accounting and the new theme-based budget structure. If you have any questions or if your SAP skills are a little rusty, call the BASO at 358-IFMP.

Remember to save your changes!



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Choose Your Routing Wisely



Take care to select the proper routing list for your Travel Manager documents! A travel document will be delayed if the wrong routing list is selected, or if no routing list is selected at all. When creating a travel authorization in Travel Manager, *always click the Traveler link* to make sure the proper routing list is selected.



Most HQ organizations have four routing lists to choose from: Director, Director Foreign, Routine, and Routine Foreign. If you're not sure which routing list to choose, give the BASO a call at 358-IFMP.



Free BW Bookmarks!

Bookmarks save you time. Bookmarks save you money. Bookmarks make your job easier. Visit the BASO's online *HQ Bookmark Repository* to view the growing collection of Business Warehouse (BW) Bookmarks customized for various groups at NASA HQ. You can find the Bookmark Repository at:

<http://corefinancial.hq.nasa.gov/bw>

This new repository provides a description of each bookmark, tips for customizing, and a screen shot of

the results. You can also contribute your own bookmarks to the repository!

Just Added: Full Cost Bookmarks!

The BASO has created a set of BW Bookmarks to address Full Cost reporting requirements. These reports replicate the reports that were reviewed in the "Full Cost in Practice" instructor-led training course. Visit the BW Bookmark Repository to view these reports.

BW Workshops for your Code or Division

The BASO conducts hands-on BW workshops every Tuesday. These workshops are tailored to the interests of your group. Call the BASO to request a BW workshop at 358-IFMP.

The NFuse Connection



What's "NFuse," you ask? When Citrix users access IFM applications using Microsoft Internet Explorer (IE), that's called an NFuse connection. *Using IE to connect to IFM Citrix applications will become mandatory by the end of this year.*

So, if you're a Citrix user accessing Travel Manager, P-Card, or StARS, make sure you're using an NFuse connection with IE and accessing IFM applications at one of the following web addresses:

- For PC users: <https://citrix.ifmp.nasa.gov>
- For Mac users: <https://utility.nasa.gov>

Did You Know?



What does this error mean?

Have you ever received an error in P-Card that looks something like:

**“Code: EGATENACFCO002_EGATE_
Action_EGATE - Material Group <00000000>
does not exist”**

Don't despair! There is a job aid on the OLQR to help you decipher these and other inscrutable P-Card error messages. To access the job aid:

- Go to the OLQR at <http://olqr-cf.ifmp.nasa.gov>
- Click on “Purchasing”
- Click on the green “Job Aids” button at the top
- Click on “Bankcard”
- Click on “Bankcard Error Message Tips”

When you read the job aid, you'll see that the error mentioned above means that at least one order log line contains the default Category Code “Select One,” and that this can be fixed by selecting a valid category code.



How the funds get to you

The IFMP Competency Center has released several job aids for FY04 Funds Distribution. If you've ever wondered how funds distribution works in SAP, here's a way to check it out. The job aids detail the funds distribution steps for direct, reimbursable, corporate G&A, institutional CoF, and non-appropriated funds.

To access the job aids on the OLQR:

- Go to the OLQR at <http://olqr-cf.ifmp.nasa.gov>
- Click on “Budget Execution”
- Click on the green “Job Aids” button at the top
- Under the “FY04 Budget Distribution” bullet, there are 6 different links for the different types of funds – click on a link to view the corresponding job aid

BASO Contacts

The BASO, housed within HQ Code CF provides support functions for Core Financial, Travel Manager and Business Warehouse report development.

BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Erica Rabbit at erabbit@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.